

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

Key Personnel for the following positions must be identified in the Proposal:

1 to 2 - Construction/Testing Inspectors

For efficiency sake, we are asking that the vendor firm provide [4] paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by April 8, 2005 @ 3:30 PM. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909
Phone: 517-335-0071

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933
Phone: 517-335-0071

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days

prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000 -- \$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES
for
CONSULTANT INSPECTION AND TESTING SERVICES

I. CONSTRUCTION PROJECT DESCRIPTION

I Primary Prequalification Classifications:

Bituminous Pavement Inspection
Construction Staking
Density Inspection and Testing
Portland Cement Concrete

DBE Requirement: N/A

MDOT Project Manager:

Harold L. Zweng Jr., P.E. Resident Engineer
740 Mill Highway
Tecumseh, Michigan 49286
Phone (517) 423-4858 Fax (517) 423-6014
email: zwengh@michigan.gov

This Scope of Services is for use on the following Construction Projects:

STG 46900 77491A
STG 46900 77494A

PROJECT LOCATION: village of Blissfield, cities of Adrian and Morenci, Woodstock Township, Lenawee County

CONTROL SECTION, JOB NUMBER: 46900 – 77491, 77494

DESCRIPTION OF WORK: Traffic signal modernization and upgrade at 20 locations on M-34, M-52, M-156, US-223, US-223BR.

STH 46082 58268A
STG 46082 69814A

PROJECT LOCATION: Ridgeway Twp, Lenawee County

CONTROL SECTION, JOB NUMBER: 46082 – 58268, 69814

DESCRIPTION OF WORK: 0.17 mi of widening for addition of center left turn lane, hot mix asphalt resurfacing, concrete curb and gutter, storm sewer, and installation of traffic signal on M-50 at the intersection of Ridge Highway.

ANH 46061 79806A

PROJECT LOCATION: Townships of Rome, Adrian, and Madison, Lenawee County

CONTROL SECTION, JOB NUMBER: 46061 -- 79806

DESCRIPTION OF WORK: 8.14 roadbed mi of overband crack fill and paver placed surface seal, type C on US-223 from east of Stoddard road to the northwest approach of US-223 over M-34 and MDOT Railroad.

BHT 46061 53273

PROJECT LOCATION: City of Adrian, Lenawee County

CONTROL SECTION, JOB NUMBER: 46061 -- 53273

DESCRIPTION OF WORK: Substructure repair, drain extension, and maintaining traffic on US-223 BR over the south branch of the Raisin River.

BI04 58052 53210

PROJECT LOCATION: Erie, LaSalle, and Monroe Townships, Monroe County

CONTROL SECTION, JOB NUMBER: 58052 -- 53210

DESCRIPTION OF WORK: 7.1 mi of cold milling and resurfacing, crown correction, monor widening for left turn lane, partial culvert removals and culvert extensions on US-24 (Telegraph Road) from Luna Pier to Dunbar.

CMG 58900 78221

PROJECT LOCATION: City of Monroe, Frenchtown and Monroe Twps, Monroe Cty

CONTROL SECTION, JOB NUMBER: 58900 – 78221A

DESCRIPTION OF WORK: Traffic signal upgrading at 26 locations along US-24, M-125 and I-75.

Consultant Service Notes - The following requirements and/or clarifications are in addition to those of standard MDOT Construction Inspection and Testing, as shown in the remainder of this document. Please carefully review this document in its entirety:

1. The schedule for this project shall be considered to be 5 to 6 days a week, 8-10 hours a day. The consultant must demonstrate that they have the qualified individual available to meet this schedule. Some night work may be required. The total hours for this contract will not exceed 1000.
2. The selected consultant staff will report directly to the MDOT Tecumseh Construction Team. This team will consist of a Resident Engineer, Assistant Resident Engineer and construction staff assigned to this project for its entirety and will be on site as necessary during construction. The consultant staff will operate under the MDOT Resident Engineer and Assistant Resident Engineer and shall be in charge of the day-to-day construction activities for the project. MDOT will retain control over all monetary extras and changes and the design revision process. All of the consultant personnel shall meet with the MDOT Team prior to construction of this project. This will familiarize everyone with one another and define/clarify roles and responsibilities. The consultant personnel will be working interchangeably with MDOT personnel.
3. The fixed fee shall be 11%.
4. The consultant will be required to document and process all IDRs and other documents using FieldBook. MDOT staff may review the FieldBook at any time during regular business hours and create FieldManager items.
5. The consultant shall assist and attend weekly progress meetings.
6. MDOT Field Office and Communications staff shall handle primary communication issues. It is expected that the consultant be available to MDOT at all times for issues that may need clarification for public releases.
7. The Consultant shall contact the Project Engineer Manager (PEM) prior to beginning any work on this Project. Key consultant personnel are required to attend a partnering session with the MDOT staff prior to construction.
- 8. There will no reimbursement for travel time, vehicle rental and mileage.**
- 9. Chargeable time will begin when inspectors arrive on project and will end when the inspectors leave the project.**
- 10. The inspectors shall submit time sheets on a weekly basis to the Project Engineer for review and approval.**

II. GENERAL

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Inspection and Testing Services described herein. The Consultant

shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

A. The Consultants principal contact with the Department shall be through the designated Project Engineer Manager.

B. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant shall wear personal safety equipment in accordance with MDOT policy while on the project.

C. The Consultant agrees to demonstrate knowledge of, and perform in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Manual of Uniform Traffic Control Devices; the Michigan Construction Manual; the Density Control Handbook, the Materials Sampling Guide; the Materials Source Guide, the Materials Quality Assurance Procedures Manual; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

D. The Consultant shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer Manager.

II. Inspection and Testing Services to be Performed by the Consultant

The Consultant agrees to:

A. Provide full time experienced inspection and testing services as needed and perform inspection and testing services under the direction of the Project Engineer Manager. The inspector(s) assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.

B. Provide, to the satisfaction of the Department, inspection and testing services required for Portland cement concrete construction, HMA paving, crack sealing, grading, and soil compaction. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and

procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

C. That all work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.

D. That acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

E. The inspector(s) will immediately bring to the attention of the Project Engineer Manager, the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

F. The inspector(s) will accurately report, measure, compute, and document all quantities of items of work and all inspection and/ or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

G. The inspector(s) shall provide their own transportation to, from, and on the project site to perform the services outlined herein. No reimbursement will be issued for transportation cost.

H. The inspector(s) shall provide lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format. The inspector(s) shall prepare the daily inspection reports onsite and deliver all inspection reports to the Project Engineer Manager's field office daily unless other arrangements are made.

I. The inspector(s) shall provide necessary equipment and service to facilitate on call communication between the on-site consultant staff and MDOT staff for the duration of the project.

J. The inspector(s) shall provide all equipment necessary for field testing of concrete, HMA, and soil compaction, including but not limited to, nuclear density gauge, "Speedy" moisture gauge, molds, tools, etc. Concrete cylinder molds and HMA sample buckets will be provided by MDOT, but must be picked up by the inspector at the designated location.

K. The street inspector(s) shall be certified for MDOT HMA QC/QA procedures, and be qualified and experienced in all areas of HMA sampling and inspection. The inspector shall be certified for MDOT Density testing, and be qualified and experienced in all areas of density and soil compaction testing and inspection.

L. The street inspector(s) shall be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association. The street inspector(s) shall have completed MDOT's Inspection School, or display a proficiency in MDOT practices through equivalent relevant experience.

M. The inspector(s) shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.

N. The inspector(s) shall attend all project related meetings, when directed by the Project Engineer Manager.

O. The inspector(s) shall provide all required reference materials including, but not limited to, 2003 MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, Society for Protective Coatings Specifications and any and all other necessary applicable references, guidelines and procedures manuals.

P. The Consultant shall be responsible for any errors that occur on the project due to an inspection and/or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem MDOT will forward a copy to the consultant for reimbursement.

Q. The inspector(s) shall be certified as a Soil Erosion & Sedimentation Control and Storm Water Operator.

IV. Services to be Performed by the Department

A. The Project Engineer Manager shall furnish to the inspector(s) all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Engineer Manager for the services required herein.

V. Consultant Payment

All invoices/bills for services must be directed to the Department and follow the 'then

current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses, mileage reimbursement, travel time and vehicle rental will not be paid by the Department. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the inspection and testing activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal